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23 April 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for the Week Ending 23 April 1954

1. General

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2. Projects and Studies

a. Logistical Requirements - (continued item)

A memorandum has been forwarded to the FM Staff, DD/P, requesting concurrence in the proposed distribution of TSS items by base areas for support [REDACTED]. Study indicates that demolitions requirements can be satisfied substantially with materiel on hand. A memorandum has been received from the FM Staff, DD/P, indicating concurrence in the proposed distribution of small arms and ammunition by base areas.

b. Requirements Forecasts, FY-55 and FY-56 - (new item)

Requirements forecasts were due in the Logistics Office 15 Apr. '54. To date, forecasts have been received from FE Division, Office of Communications, Office of Training, [REDACTED] (Administration portion only) and EBS. Informal contact with other Agency components indicates that the remaining forecasts will be submitted to the Logistics Office within the next two weeks. Processing has commenced on forecasts received.

3. Administration

a. Classification Survey - (continued item)

(1) Orientation meetings were held for all Logistics Office employees in order to acquaint each individual with the purpose of the Classification Survey and to provide information to be used in the completion of job questionnaires requested by the survey team.

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Auth:	HR 70-2
Date:	10-18-70
By:	36

**SECRET**Administration - (continued)

(2) Logistics Office, Technical Review and Policy Staff has been designated to collaborate with the Classification Survey Team to the extent of observing the conduct of the survey, advising survey team members relative to Logistics Office policies and objectives, and assisting in the resolution of problem areas encountered.

4. Transportation Divisiona. Ordnance Shipment - (completed item)

Shipment of material from [REDACTED] to the [REDACTED] Warehouse was completed on schedule. This movement required thirty-nine (39) trips in transporting 700,000 pounds of material.

5. Supply Divisiona. Washington Depot - (continued item)

A production line has been established in the Ordnance Reclamation Shop in order to provide for the packing and preservation processing of ordnance and optical material and other special items.

6. Procurement Divisiona. Tropical Rations - (continued item)

The Medical Office has received a representative sample of the entire meat ration shipment and has requested that further analytical tests be conducted thereon by the Food and Drug Administration.

b. Contractors - (continued item)

<u>Contractor</u>	<u>Commodity</u>	<u>Dollar Value</u>
[REDACTED]	Plywood	\$ 2,000.
[REDACTED]	Research in connection with	
[REDACTED]	VHF Switch System	6,000.
[REDACTED]	Compressor	4,000.

7. Real Estate and Construction Divisiona. [REDACTED] Construction - (continued item)

One (1) additional [REDACTED] has been approved and the [REDACTED]

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8. Printing and Reproduction Division

a. Commendation - (new and completed item)

A letter of commendation has been received from the Foreign Documents Division concerning photographic services rendered by the Printing and Reproduction Division, Logistics Office.

/s/



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*[Handwritten initials]*  
LO/TRS/JAS:mk (23 April 1954)

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